

CMECF MISCELLANEOUS NOTES

PAYMENT OF FEES

Counsel who file electronically but do not pay fees by credit card will have until the close of the second business day after filing to pay the fees due. Should counsel fail to pay the fees within the specified period of time, the pleading will be stricken from the record sua sponte and an order will be issued for counsel to show cause why his/her password should not be revoked.

Counsel are strongly urged to pay by credit card.

Be sure to check with your credit card issuer to determine your daily credit limit, if any, as well as your overall credit limit.

ELECTRONIC SIGNATURES

A form of an electronic signature **must** appear on each signature line of a PDF document. It must be done in one of two ways shown below.

Either as a signature designation (s/name of signatory)

s/ Henry Lowe
Henry Lowe
12345 Independence Avenue
New Orleans, LA 70130
504-555-1212
Attorney for George Holmes

s/ George Holmes
George Holmes
Debtor

or as an imaged signature on a scanned document.

Henry Lowe
12345 Independence Avenue
New Orleans, LA 70130
504-555-1212
Attorney for George Holmes

George Holmes
Debtor

One of these forms of electronically produced signatures must appear on each signature line of your PDF document.

Documents with original signatures must be maintained by counsel for a period of not less than one year after the case is closed.

EXHIBITS AND ATTACHMENTS

All exhibits and attachments capable of being electronically imaged should be scanned, except in those instances when the exhibit or attachment is more than 20 pages. For exhibits and attachments over 20 pages, only the relevant portion(s) should be scanned, converted to PDF and filed. **If only a portion of an exhibit or attachment is being filed, counsel should indicate same in the Description box when associating the file.**

Counsel is required to maintain the full document which must be provided to other parties and/or the Court upon request.

If the exhibit or attachment is more than 20 pages but the entire document is relevant, then breakdown the document into 20-page attachment files before uploading.

Only those exhibits that are not capable of being scanned may be filed conventionally with a copy of the Notice of Electronic Filing referencing the related document.

SERVICE OF DOCUMENTS/PLEADINGS

Pursuant to the Application for Attorney Password for Electronic Case Filing System, counsel agrees that the issuance of a password constitutes a waiver of conventional service pursuant to the court's electronic case filing general order and counsel agrees to accept a Notice of Electronic Filing by hand, facsimile, first class mail or authorized E-Mail in lieu of conventional service.

Pursuant to the Clerk's Electronic Filing Procedures dated 2/25/02, if the recipient of a notice or service is a registered participant in the ECF system, service of the Notice of Electronic Filing by electronic means shall be the equivalent of service of the pleading or document by first class mail.

It is counsel's responsibility to keep his/her email address up-to-date and current with the court.

CREDITOR MAILING MATRIX

The mailing matrix must be uploaded at the time of the filing of the bankruptcy case.

EMERGENCY FILINGS

Emergency pleadings are to be filed electronically and counsel is to notify the judge's law clerk, courtroom deputy or secretary by telephone of the emergency filing.

TO CORRECT AND TO CANCEL OR ABORT A DOCKETING EVENT

BEFORE the final submission of a docketing event, you may use the browser's **BACK** button at any time during a docketing process to check or verify a prior screen or to correct an error.

You may cancel or abort an event at any time during the docketing process **BEFORE** the final submission by clicking on another menu option on the CMECF Main Menu Bar.

NOTICE OF ELECTRONIC FILING

The Notice of Electronic Filing contains the following:

- Case Number and Name which are hyperlinks to the docket sheet,
- Document Number which is a hyperlink to the PDF file,
- Date and time stamp information,
- Docket Entry as it appears on the docket sheet.

Notice will be electronically mailed to:

Those parties in the case who have registered their e-mail address with the court for electronic noticing will be listed here with their current e-mail address (not their street address).

Notice will not be electronically mailed to:

Those parties (including their names and street addresses) in the case who have not registered their e-mail addresses with the court for electronic notification

It is strongly recommended that counsel print for their record the Notice of Electronic Filing when it appears on the screen. This is your one free view. To view the Notice later will require you to log onto PACER and you will then be charged for the viewing or printing.

When clicking on any hyperlink, attorneys and public users will be presented with the PACER Login screen. The Notice of Electronic Filing will also be accessible as an option from the docket sheet.